

3 September 1954

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Foreign Language Conversation Seminars

1. This memorandum announces foreign language conversation seminars for persons who possess some degree of conversational proficiency. These seminars will meet for two-hour sessions once a week beginning approximately 1 October. Class enrollment will be limited to a minimum of four students and a maximum of eight. The exact time and place of the meetings will be announced when all requests have been received and the minimum class enrollment has been filled. Applicants should fill out the "Application for Foreign Language Conversation Seminar," copies of which can be obtained from the Training Liaison Officers. The applicant will then be interviewed by the seminar leader to determine level of competence.

2. Seminars will be offered at varying levels of proficiency in the following languages:

Arabic	-	Intermediate
Chinese	-	Intermediate
Czech	-	Intermediate
French	-	Intermediate and Advanced
German	-	Intermediate and Advanced
Italian	-	Intermediate
Japanese	-	Intermediate
Polish	-	Intermediate and Advanced
Russian	-	Intermediate (2 groups) and Advanced
Spanish	-	Intermediate and Advanced

3. Efforts will be made to provide conversation seminars in languages not listed above when requested by a sufficient number of persons. Additional information may be obtained from the External and Language Training Division, extension [REDACTED]

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MATTHEW BAIRD  
Director of Training

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